

Vacancy

Receptionist
Part time Job share



Prior Park
Gibraltar



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“I have never worked anywhere that so sincerely values fostering good human beings. I had assumed before coming here that talk of holistic education was good marketing, but it is the aim of this school. It feels very special to work here. ”



Message from the Director of Operations and Finance

Thank you for taking an interest in the role of Part time Job share Receptionist at Prior Park Gibraltar. We are excited to see how the successful applicant for this role will bring forward their ideas and energy to support our Administration Department.

We hope that you find this brochure helpful and informative, but, should you require any further guidance, please do contact our HR team who will be happy to assist further.

We look forward to receiving your application.

Emma Sandberg, Director of Operations and Finance, Prior Park Schools

Mission Statement:

To steward a thriving family of communities with love for the young people they serve at their heart: communities which cultivate creativity, foster integrity, and transform lives.

Our Values:

Curiosity • Generosity • Courage



The School

Set in a stunning location, high up on the Rock and overlooking the bay, Prior Park School is a vibrant, caring community with an ambition as boundless as our view. Prior Park School is Gibraltar's first independent, coeducational, Catholic/Christian day school for children aged 11-18.

Since our opening in 2016, we have gone from strength to strength, growing considerably in size; achieving outstanding academic outcomes whilst being awarded Beacon Status by the Council Of British International Schools for our extra-curricular provision. Now is an exciting time to join our flourishing community.

“ PPSG has a really strong sense of community. The students appreciate their teachers. Kindness is visible in the little day to day actions I have observed many times here from students and staff. Charity is also a huge part of our ethos. Celebrating Mass in such a beautiful church is a real privilege and having that religious foundation means a great deal to me. There is no sense of exclusion even if you are not a Catholic.

I know that if I need advice or support I can ask for it. Few schools also have such an amazing view and Gibraltar is a unique environment to teach in. Our student and staff body is diverse and that is very exciting and stimulating. ”



Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

More information about our schools can be found at www.priorparkschools.com



The Position

The Role

To run the busy reception area of the school, providing 'first point of contact' support to visitors, staff and pupils. It is expected that Receptionist will work closely with other Support team members, The Marketing/Communications Manager and Facilities/Resources Manager and the Headmaster to develop the role to reflect the needs and demands of the post.

Main areas of responsibility

- To act as first point of contact for all enquiries, welcoming parents, pupils and other visitors to the school providing them with clear information as appropriate. To maintain a welcoming, friendly and professional environment.
- To ensure all visitors to the school are signed in, briefed and accompanied to their destination, in line with the schools safe guarding requirements.
- To answer the telephone in line with school expectation, transfer calls, pass on messages quickly and effectively and deal with day-to-day routine enquiries in the office.
- To open, sort and redistribute mail, including the unpacking, checking and distributing any deliveries to the school.
- Stock take of stationery, catering and kitchen supplies and liaising with relevant team members regarding finance
- To effectively liaise with staff within and outside the school on pupil attendance, punctuality and related matters as required, each morning. To ensure the schools online registers are completed and accurate.
- To provide routine information to students regarding the school day/school events. To refer non-routine enquiries to the relevant member of staff.



The Benefits - Why Prior Park School Gibraltar?

There is an extensive induction programme for all new colleagues and we encourage ongoing professional development through generous CPD provision at a school, department and individual level. Individual support and coaching for career progression, internally and externally, is provided by members of the Senior Management Team. Apart from working in an inspiring environment and making an important contribution to our School community, we also offer a range of personal benefits, these include:



The Benefits - Why Gibraltar? Reasons why it's great to live and work in Gibraltar

Local Economy

Gibraltar has many strengths to support economic growth; an enviable quality of life; a World Heritage site; a high quality University; a strong Education sector and a well-qualified workforce.

Forecasts suggest continued confidence in the area with ongoing growth and investments for the next few years.

Culture

For its size, Gibraltar is a vibrant and cosmopolitan city with plenty of independent shops, restaurants and cultural attractions. Start your day with brunch in an artisan bakery, take a dip in the Mediterranean on one of its six beaches and finish by taking the cable car to the top to see the sunset on three countries and two continents.

Quality of life

The sun shines for 73% of the year and the immediate surroundings provide an incredible range of leisure and cultural activities.

Summers are warm and the winters mild, with outside dining a realistic proposition every month of the year.

Employment rates are well above the UK average and public services and transport links are excellent. Surrounded by beautiful Spanish and Moorish architecture and stunning countryside, it has something for everyone, making Gibraltar one of the most desirable places in Europe to live and work.



Transport

With the city centre being fairly compact and largely pedestrianised, it's easy to walk around the city to visit its most popular attractions. Given its small size, nowhere is too far to walk, but the local bus routes make exploring quick and easy.

Gibraltar is also fully equipped with its own international airport providing a regular timetable of flights to many parts of the UK and to Morocco. Across the frontier with Spain, Seville, Malaga, Cordoba, Ronda and Morocco are all within a few hours' drive.

Surrounded by nature

With an array of National and Natural parks both in Gibraltar and Andalusia, and the local city parks makes for a very attractive, green environment. We are surrounded by the sea and great beaches and yet the nearby mountains in Spain make it possible to ski on snow in the morning and then ski in the Med in the afternoon. The Strait is a major migration zone for both birds and aquatic mammals with sightseeing trips for both locally available

Staff Quote

“The climate & lifestyle. I have 3 children and raising them here is absolutely the right choice for my family. At weekends we explore the Andalusian coast, there is an abundance of stunning places to visit and walks to do. Living on the Med means we have more hours of light and excellent climate, we can BBQ in the 'winter' months and in the summer, we spend our holidays in Southern Spain and Portugal, my children love the water parks and long days at the beach. My children have fantastic opportunities available to them, they do weekly afterschool activities such as sailing, kayaking and flamenco dance lessons. Aside from the lifestyle opportunities in Gibraltar we feel this is a safe place to raise children.”

The Process

To apply for this role, please complete our application form which can be downloaded from the school website <https://www.priorparkcollege.com/pps-vacancies>

Applications should be emailed to the HR Department: recruitment@priorparkschools.com

Closing date for applications is midday on 31 March 2025

Interviews to be held on 3 April 2025

References of those invited to interview will be taken up.

For an informal chat or to answer any questions relating to this position, please contact:

recruitment@priorparkschools.com

Child Protection

Prior Park Schools is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.





Prior Park
Gibraltar



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